

OFFICE OF TRAINING & PROFESSIONAL DEVELOPMENT

October 15, 2008

TRAINING SCHEDULE

Nancy Baldwin

Chief Learning Officer
Headquarters-Sacramento
(916) 323-7800

Travis McCann

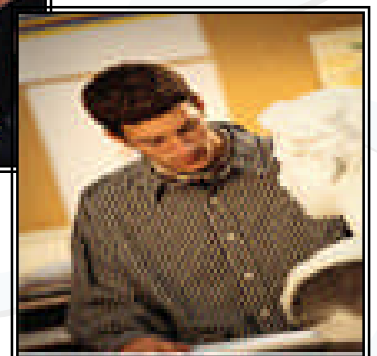
Manager, Continuing Education Section
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Paul Bestolarides

Administrator, Basic Peace Officer Institute
R. A. McGee Correctional Training Center-Galt
Correctional Training Center Annex-Stockton
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Administrator, Advanced Learning Institute
Stockton Training Center
(209) 546-4202



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Mandatory for all second-line supervisors. Course includes: Welcome to Management, Team Building, Ethical Decision Making, Effective Writing, Communication Styles, Managing Fiscal Resources, Progressive Discipline, FLSA/FMLA, Supervisory Styles, Effective Communication Skills, Employee Wellness, and Substance Abuse Testing.

11 [Basic Supervision-Adult](#)

The Basic Supervisor's Program for CDCR (Adult) is designed for new first-line supervisors. The goal of this course is to deliver a wide range of training for staff in CDCR (Adult), provide an environment conducive to learning, and deliver training based on core competencies, statutory and Department mandates.

12 [Basic Supervision-Juvenile](#)

The Basic Supervisor's Program for the Division of Juvenile Justice is designed for new first-line supervisors. The goal of this course is to deliver a wide range of training for staff in the Division of Juvenile Justice, provide an environment conducive to learning, and deliver training based on core competencies, statutory and Department mandates.

13 [California Public Safety Leadership and Ethics](#)

Developed by the Office of the Chancellor of the California Community Colleges in cooperation with a consortium of public safety offices, course includes Developing a Personal Philosophy of Leadership, Leading Others, Organizational Leadership, Ethics and the Challenge of Leadership.

14 [Effective Presentation Skills](#)

Effective Presentation Skills is an 8-hour class designed to help CDCR employees develop and sharpen the skills they need to conduct highly effective presentations and trainings. Participants will learn techniques for researching and writing a presentation, projecting confidence, optimizing voice and speech, designing PowerPoints, and managing a classroom. This course is designed for beginning-level presenters and is not recommended for employees who have already taken Training-For-Trainers.

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15 [Leadership Challenge WorkShop](#)

The Leadership Challenge Workshop (LCW) is a 2-day workshop designed for first and second-line supervisors. The LCW stems from a joint partnership with the Sonoma Learning Systems. Workshop sessions are co-facilitated by CDCR and Sonoma Learning Systems. Sessions include: Review of Leadership Practice Inventory Reports, In-depth review of the 5 Leadership Practices, Development of a Personal Leadership Plan, and Personal Leadership Challenge Workbook.

16 [Leadership Development Program](#)

The Leadership Development Program is designed for designated Manager. This is a highly interactive learning program that provides a unique blend of opportunities and challenges for CDCR existing and future leaders. Course includes: Future Role of Leaders, Leveraging Diversity, Communication Issues, Designing for Change, Assessing Organizational Performance, Building Trust, Building Personal Leadership Skills, Coaching & Mentoring, Power & Politics and Modeling Quality Leadership. Participants also complete a 360-degree individual assessment tool to provide them with feedback on their leadership styles and abilities based on core competency areas.

17 [Lieutenants' Academy](#)

Mandatory for all newly appointed Correctional Lieutenants. Course includes: Leadership, Role of the Interim Emergency Operations Commander, Inmate Classification Process, Incident Reports, Senior Hearing Officer, Escape Prevention, Alarm Response, Intake Screening.

18 [Management Skills Development Program](#)

The Management Skills Development Program is a collaborative effort between CDCR and the California State University, Sacramento, College of Continuing Education. The program is designed to provide managers with 40 hours of management education and 40 hours of skill enhancement education. Courses include: The Proactive Manager, Self-Awareness & Personal Growth, Communication, Conflict Management, Critical Thinking Skills, Building a Collaborative Environment, Change Management, Coaching, Strategic Implementation, Measuring Performance Results and Real-World Application.

19 [New Employee Orientation](#)

New Employee Orientation (NEO) is required within the first 30 days for all staff new to State service or the Department. NEO provides an overview of the Department's organization and operations as well as specific topics.

20 [PC 832 Training](#)

This is an 80 hour course that is required for all Peace Officers. The course covers Arrest & Control, Firearms and Chemical Agents. Participants must pass 2 written exams, qualify at the range and are exposed to chemical agents. MTAs, AODs, Fire personnel and others attend this class. There is no expiration date for the certification unless an individual is out of Peace Officer status for 3 years or more. In this case, the PC 832 course must be re-taken and successfully passed by the individual.

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21 [Range and Tactical Training](#)

The Range and Tactical Training Unit oversees specialized training such as PC 832, Range Master, Chemical Agents, Impact Munitions, Baton Instructor Courses, Armory Schools, Instructor Recertification, and Force Option Simulator (formerly Range 2000).

► **Armorer's School**

These courses are offered for Armory and Range staff. There is a participant's fee charged by some of the manufacturers for these courses; some however are free. Cost varies from \$80 to \$815 per class. These classes enable the participant to repair and care for various weapons. Courses offered are: Smith & Wesson .38 Revolver, Ruger Mini-14 Rifle and Defense Technologies 37 & 40mm Impact Munitions.

► **Monadnock Expandable Baton (MEB) T-4-T**

This is a 16 hour Instructors' course. This is a 3 year certification.

► **Rangemaster**

This is an 80 hour course for Peace Officers. Upon completion of this course, the participant is considered a Rangemaster Instructor and is able to certify staff at their Institutions. They are proficient in Firearms, Chemical Agents and Impact Munitions. This is a 5 year certification.

► **Rangemaster Proctor**

This is an 8 hour course that allows a Rangemaster Instructor to re-certify other Rangemaster Instructors at their Institutions.

► **Rangemaster Recertification**

This is an 8 hour course completed prior to the individual's Rangemaster certification expiring. This is done at the Institution by a Rangemaster Instructor and Rangemaster Proctor.

23 [Sergeants' Academy](#)

Mandatory for all newly promoted Correctional Sergeants. Courses include: Inmate Classification and Central File, Litigation Management, Bargaining Unit 6 MOU, Inmate Discipline Hearing Officer, Write and Review Incident Related Reports, Escape Prevention Pursuit, Alarm Response for Response Supervisors.

24 [Training-for-Trainers & Advanced Training-for-Trainers](#)

Training-for-Trainers (T-4-T) is designed for employees who provide training or presentations to agency staff. The course covers how to take a lesson plan and prepare to instruct the course to employees using the lesson plan. The course also covers presentation techniques. Part-time instructors must either have a teaching credential, or must complete a specialized training course for part-time trainers, e.g., T-4-T. The T-4-T class must be a minimum of 24 hours of instruction per DOM 32010.8.1, Training Personnel.

25 [Other](#)

26 [Maps](#)

TRAINING GUIDELINES

Reference

California Department of Corrections' Operations Manual (DOM) (Chapter 30000; Subchapter 32000; Section 32010), 32010.3.1) Department Training Manual, 32010.6) Definitions:

Career-Related Training

Training designed to assist in the development of career potential and intended to help provide an opportunity for self-development and achievement of the Department's or State's mission and may be unrelated to a current job assignment.

In-Service Training (IST)

Any formal training sponsored and conducted by any State agency for the training and development of State employees.

Job-Related Training

Training designed to increase job proficiency or improve performance above the acceptable level of competency established for a specific job assignment. It prepares the employee to assume increased responsibilities in their current assignment.

Job-Required Training

Training designed to assure adequate performance in a current assignment. This includes orientation training made necessary by new assignments or new technology, refresher training, and training mandated by law or other State authority.

On-the-Job Training (OJT)

Formal training conducted by a supervisor (or a designated employee with the required expertise under the direction of a supervisor) at the job site while the employee is working. OJT may also be accomplished by the completion of a quiz, or demonstrated performance following an approved modular program, or other study material.

Out-Service Training (OST)

Any formal training conducted by a non-state agency, the University of California or California State University, and colleges that may be open to the public, as well as State employees, and/or private industry. Sponsoring agencies maintain control over the course content for OST training.

Training

The process whereby Department employees, either individually or in groups, participate in a formalized, structured course of instruction to acquire skills and knowledge for their current or future job performance. These organized activities shall contain measurable learning objectives that can be evaluated in a classroom setting or in structured OJT.

Upward Mobility Training

Training designed to provide career movement opportunity for employees within classifications or job categories designated by the Department as upward mobility classifications. Includes training to facilitate movement of employees from designated classifications into other classifications with increased career opportunities.

(32010.8.2) FIRST YEAR TRAINING

All full-time departmental training personnel shall receive, at a minimum, 40-hours of combined formalized classroom and OJT during their first year of assignment.

32010.10) TRAINING REQUIREMENTS

Training of employees shall be done during regular work hours, when possible, or on the employee's off-duty hours when necessary. Compensation for training shall comply with existing policies, law, and 'Memorandums of Understanding' (MOUs). Within budgetary constraints, the required training shall be provided by the Department and accomplished by the employee.

It is a condition of employment that all employees complete the training required for their job classification/position. Employees who fail to meet these training requirements may have their merit salary award denied or be subject to other administrative sanctions.

Employees shall receive a minimum of eight hours of formal classroom instruction annually. The remaining hours of training required by the employee's job classification may be formal IST, OST, OJT, or any combination thereof (see DOM 32010.13).

(32010.10.1) ORIENTATION OF EMPLOYEES

All employees new to the Department, regardless of job classification, shall receive a minimum of 40 hours of Orientation Training. It is intended the Orientation Training be provided prior to job assignment, but shall be provided within 30 days of appointment. Orientation is required in addition to other training requirements. Every new employee should be provided with a copy of "The Great State! Employee Handbook."

(32010.12) PROBATIONARY EMPLOYEES

Entry-level, probationary employees of the Department shall complete the training requirements of their job classification before the end of their probationary period, or earlier, as specified. An employee who provides acceptable certification of having previously completed a requirement shall receive credit and not be required to repeat the training. Employees who fail to complete any portion of required training may be rejected on probation. Probationary employees are required to receive orientation training in addition to the requirements for certain job classifications.

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BASIC CORRECTIONAL OFFICER ACADEMY-GALT

Class	Start Date	Graduation Date
VIII-08	July 7, 2008	October 24, 2008
*IX-08	September 2, 2008	December 19, 2008
****I-09	November 3, 2008	February 20, 2009
II-09	January 5, 2009	April 24, 2009
III-09	March 2, 2009	June 26, 2009

*Class IX will run Tuesday through Saturday (September 2-6, 2008), the week of 9/1/08, to accommodate the Labor Day holiday.

****Class I-09 will have the week of 12/22/08 (December 22-26, 2008) off to accommodate the Christmas holiday.

Graduation ceremonies will be held at the

Richard A. McGee Correctional Training Center
9850 Twin Cities Road
Galt, CA 95632

General Information (209) 744-5000

Academy Dates (209) 744-5021

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BASIC CORRECTIONAL JUVENILE ACADEMY

Class	Start Date	Graduation Date
*#167	October 27, 2008	February 13, 2009
*#168	December 1, 2008	March 20, 2009

*Academies #167 and #168 will run a 4/10 schedule Sunday through Wednesday, the weeks of 12/22/08 and 12/29/08, to accommodate the Christmas and New Year's holidays.

Graduation ceremonies will be held at the

Stockton Training Center

7650 S. Newcastle Road

Stockton, CA 95213

General Information (209) 546-4200

Academy Dates (209) 744-5021

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PAROLE AGENT ACADEMY

Class	Start Date	Graduation Date
Academies #10 & 11	September 8, 2008	November 14, 2008

Graduation ceremonies will be held at the

Richard A. McGee Correctional Training Center
9850 Twin Cities Road
Galt, CA 95632

General Information (209) 744-5000

Academy Dates (209) 744-5021

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ADVANCED SUPERVISION

Mandatory for all second-line supervisors. Course includes: Welcome to Management, Team Building, Ethical Decision Making, Effective Writing, Communication Styles, Managing Fiscal Resources, Progressive Discipline, FLSA/FMLA, Supervisory Styles, Effective Communication Skills, Employee Wellness, and Substance Abuse Testing.

Dates	
October 27 – 31, 2008	Stockton, STC
November 17 – 21, 2008	Stockton, STC

For location or enrollment information, please call (209) 546-4211 or e-mail attraining.

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BASIC SUPERVISION-ADULT

The Basic Supervisor's Program for CDCR (Adult) is designed for new first-line supervisors. The goal of this course is to deliver a wide range of training for staff in CDCR (Adult), provide an environment conducive to learning, and deliver training base on core competencies, statutory and Department mandates.

Dates	Location
October 20 - 24, 2008	Sacramento, HQs (full)
October 27 – 31, 2008	Corcoran, CSP
November 3 – 7, 2008	Folsom, Green Valley Training Center (full)
November 3 – 7, 2008	Pelican Bay, PBSP
November 17 – 21, 2008	Oakland
November 17 – 21, 2008	Soledad, CTF
December 1 – 5, 2008	Sacramento, HQs (full)
December 8 – 12, 2008	Chuckawalla, CVSP

For enrollment information, please call (209) 546-4209 or e-mail atraining.

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BASIC SUPERVISION-JUVENILE

The Basic Supervisor's Program for the Division of Juvenile Justice is designed for new first-line supervisors. The goal of this course is to deliver a wide range of training for staff in the Division of Juvenile Justice, provide an environment conducive to learning, and deliver training base on core competencies, statutory and Department mandates.

Dates
No dates at this time

For enrollment information, please call (209) 546-4214 or e-mail atrain@cdcr.ca.gov.

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CALIFORNIA PUBLIC SAFETY LEADERSHIP & ETHICS

Developed by the Office of the Chancellor of the California Community Colleges in cooperation with a consortium of public safety offices. Course includes: Developing a Personal Philosophy of Leadership, Leading Others, Organizational Leadership, Ethics and the Challenge of Leadership.

Dates
No dates at this time

For enrollment information or directions other than to Sacramento, please call (209) 546-4214 or e-mail atrain@cdcr.ca.gov.

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EFFECTIVE PRESENTATION SKILLS

Effective Presentation Skills is an 8-hour class designed to help CDCR employees develop and sharpen the skills they need to conduct highly effective presentations and trainings. Participants will learn techniques for researching and writing a presentation, projecting confidence, optimizing voice and speech, designing PowerPoints, and managing a classroom. This course is designed for beginning-level presenters and is not recommended for employees who have already taken Training-For-Trainers.

Dates	
October 20, 2008	November 24, 2008
November 14, 2008	December 5, 2008

Class is located at OTPD HQs, 1515 S Street, Room 108 N, Sacramento.

Class hours are from 8:00 – 4:30 with a half hour lunch.

For enrollment information, please call (916) 324-0155.

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LEADERSHIP CHALLENGE WORKSHOP

The Leadership Challenge Workshop (LCW) is a 2-day workshop designed for first and second-line supervisors. The LCW stems from a joint partnership with the Sonoma Learning Systems. Workshop sessions are co-facilitated by CDCR and Sonoma Learning Systems. Sessions include: Review of Leadership Practice Inventory Reports, In-depth review of the 5 Leadership Practices, Development of a Personal Leadership Plan, and Personal Leadership Challenge Workbook.

Dates		Location
October 23 - 24, 2008	Session 87	Diamond Bar - Region IV
October 28 - 29, 2008	Session 88	El Centro – Office of Employment and Training
October 30 - 31, 2008	Session 89	San Diego – Cal Trans
November 4 - 5, 2008	Session 90	Susanville - California Bureau of Land Management
November 6 - 7, 2008	Session 91	Susanville - California Bureau of Land Management
November 6 - 7, 2008	Session 92	Vacaville - City Hall
November 13 - 14, 2008	Session 93	Stockton – Stockton Training Center
November 18 - 19, 2008	Session 94	Diamond Bar - Region IV
November 20 - 21, 2008	Session 95	Diamond Bar - Region IV
December 2 - 3, 2008	Session 96	Fresno - Cal Trains

For more information, please call (209) 546-4202.

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LEADERSHIP DEVELOPMENT PROGRAM

The Leadership Development Program is designed for designated Manager. This is a highly interactive learning program that provides a unique blend of opportunities and challenges for CDCR existing and future leaders. Course includes: Future Role of Leaders, Leveraging Diversity, Communication Issues, Designing for Change, Assessing Organizational Performance, Building Trust, Building Personal Leadership Skills, Coaching & Mentoring, Power & Politics and Modeling Quality Leadership. Participants also complete a 360-degree individual assessment tool to provide them with feedback on their leadership styles and abilities based on core competency areas.

Dates
No dates at this time

For more information, please call (209) 546-4205.

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LIEUTENANTS' ACADEMY

Mandatory for all newly appointed Correctional Lieutenants. Course includes: Leadership, Role of the Interim Emergency Operations Commander, Inmate Classification Process, Incident Reports, Senior Hearing Officer, Escape Prevention, Alarm Response, Intake Screening.

Dates	
November 3 – 7, 2008	Stockton, STC

For location or enrollment information, please call (209) 546-4204 or e-mail attraining.

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MANAGEMENT SKILLS DEVELOPMENT PROGRAM

The Management Skills Development Program is a collaborative effort between CDCR and the California State University, Sacramento, College of Continuing Education. The program is designed to provide managers with 40 hours of management education and 40 hours of skill enhancement education. Courses include: The Proactive Manager, Self-Awareness & Personal Growth, Communication, Conflict Management, Critical Thinking Skills, Building a Collaborative Environment, Change Management, Coaching, Strategic Implementation, Measuring Performance Results and Real-World Application.

Dates	
Track 6 @ CSU, San Marcos	
Week 1	November 3 – 7, 2008
Week 2	November 17 – 21, 2008

For more information, please call (209) 546-4205.

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NEW EMPLOYEE ORIENTATION

New Employee Orientation (NEO) is required within the first 30 days for all staff new to State service or the Department. NEO provides an overview of the Department's organization and operations as well as specific topics.

Dates
October 14 – 17, 2008 (full)
November 4 – 7, 2008
December 16 – 19, 2008

Class is located at OTPD HQs, 1515 S Street, Room 108 N, Sacramento.

For enrollment information please call (916) 323-2142.

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PC 832 TRAINING

This is an 80 hour course that is required for all Peace Officers. The course covers Arrest & Control, Firearms and Chemical Agents. Participants must pass 2 written exams, qualify at the range and are exposed to chemical agents. MTAs, AODs, Fire personnel and others attend this class. There is no expiration date for the certification unless an individual is out of Peace Officer status for 3 years or more. In this case, the PC 832 course must be re-taken and successfully passed by the individual.

Dates
October 27, 2008 - November 7, 2008
January 26, 2009 – February 6, 2009

For more information, contact the In-Service Training Office at (209) 744-5085.

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All classes have been cancelled until further notice

RANGE AND TACTICAL TRAINING

7/29/08

The Range and Tactical Training Unit oversees specialized training such as Range Master, Chemical Agents, Impact Munitions, Baton Instructor Courses, Armory Schools, Instructor Recertification, and Force Option Simulator (formerly Range 2000).

Class	Dates	Fees
Armorer's School (Care and Repair)		
(full) S & W .38	November 12 - 14, 2008	Tuition \$475 Tool Kit \$355 (if needed)
37 & 40 mm	November 18 - 19, 2008	Tuition \$80 (may increase)
37 & 40 mm	November 20 - 21, 2008	Tuition \$80 (may increase)
Ruger Mini-14	October 21 - 22, 2008	Tuition \$150
Ruger Mini-14	October 23 - 24, 2008	Tuition \$150
Monadnock Expandable Baton (MEB) T-4-T		
	October 27 – 28, 2008	
	October 29 – 30, 2008	

Note: Although classes may be listed as “full”, there is always a corresponding waiting list that your name may be placed on. To be placed on a waiting list, contact your IST Manager.

For more information, please contact the Range & Tactical Unit at (209) 744-5081.

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All classes have been cancelled until further notice
RANGE AND TACTICAL TRAINING (CONTINUED) **7/29/08**

Class	Dates	Fees
Rangemaster Training	Oct 27 – Nov 7, 2008	
	December 1 – 12, 2008	@ CAL, Calipatria
Rangemaster Proctor	October 16, 2008	
Rangemaster Recertification	-	-

Note: Although classes may be listed as “full”, there is always a corresponding waiting list that your name may be placed on. To be placed on a waiting list, contact your IST Manager.

All classes are held at the Richard A. McGee CTC unless another location is specified.

For more information, please contact the Range & Tactical Unit at (209) 744-5081.

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SERGEANTS' ACADEMY

Mandatory for all newly promoted Correctional Sergeants. Courses include: Inmate Classification and Central File, Litigation Management, Bargaining Unit 6 MOU, Inmate Discipline Hearing Officer, Write and Review Incident Related Reports, Escape Prevention Pursuit, Alarm Response for Response Supervisors.

Dates	Location
October 20 -24, 2008	Stockton, STC
October 27 – 31, 2008	Galt, CTC
November 3 – 7, 2008	Galt, CTC
November 17 -21, 2008	Stockton, STC
December 1 - 5, 2008	Galt, CTC
December 8 – 12, 2008	Galt, CTC
December 15 -19, 2008	Stockton, STC

For location or enrollment information, please call (209) 546-4211 or e-mail [atraininq](#).

If you are interested in participating as an instructor, e-mail [Advanced Academies](#).

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TRAINING-FOR-TRAINERS & ADVANCED TRAINING-FOR-TRAINERS

Training-For-Trainers (T-4-T) is designed for employees who provide (or will soon begin providing) training and/or presentations to CDCR staff. It covers public speaking, effective use of media, nerve-calming techniques, and methods for handling unexpected classroom disasters. According to DOM 32010.8.1, all CDCR trainers must either possess a teaching credential or take a 24 hour course in training techniques. T-4-T is designed to satisfy that requirement.

Advanced T-4-T is designed for students who have already taken T-4-T and now wish to teach T-4-T to others. Employees receive their Advanced T-4-T certificates by attending a regular T-4-T class and assisting the facilitators.

Date
October 27 – 29, 2008
November 17 – 19, 2008
December 10 – 12, 2008

Class is located at OTPD HQs, 1515 S Street, Room 108 N, Sacramento.

For enrollment information or directions, please call (916) 324-0155.

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CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION
OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT

Training listed below is held by various departments. For dates and more information, please call the number listed with each course.

CODE OF SILENCE

The Office of Training and Professional Development is offering Ethics and Code of Silence training as part of New Employee Orientation training. If you are interested in attending the Ethics and Code of Silence training, please call (916) 323-2142.

DEFENSIVE DRIVERS

Defensive Drivers training is provided through California Department of General Services - Risk & Insurance Management. A three and one-half hour class reviews safe driving techniques through video, lecture, test and personal experience. Training is in accordance to the State Administrative Manual Section 0751, and fulfills the State of California driver's training requirements. All state employees who frequently drive state vehicles should attend and successfully complete the Defensive Driver Training Program at least once every four (4) years. For information please call (916) 376-5309 or CALNET 480-5309.

DEVELOPING A LESSON PLAN

The class is taught by Dr. Robert Main from California State University, Chico. The CDU will continue to offer this class in 2007 and will schedule a new class as we receive requests from CDCR staff. For information please call (209) 744-5000, ext. 4382.

EEO & SEXUAL HARASSMENT PREVENTION

This course will soon be available to take on-line at the Office of Training and Professional Development's Distance Learning Lab. For information, please call the Office of Civil Rights, (916) 324-1923.

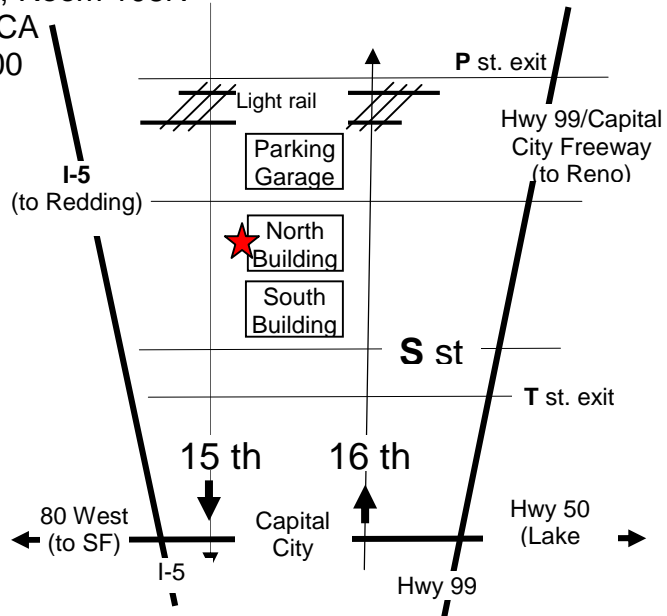
ETHICS ORIENTATION FOR STATE OFFICIALS

California law requires state officials to complete an ethics training course every two years. AB 3022 expands ethics orientation requirement to anyone who files a Statement of Economic Interest (Form-700). For information please call 1-800-952-5548 or visit the Office of the Attorney General's web site at <http://caag.state.ca.us/ethics/index.htm>.

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OTPD Headquarters

1515 S Street, Room 108N
Sacramento, CA
(916) 323-7800

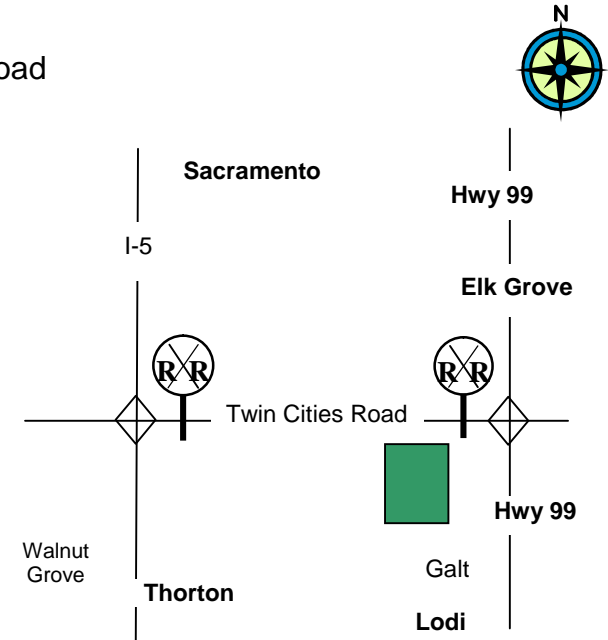


R. A. McGee CTC

9850 Twin Cities Road
Galt, CA
(209) 744-5000

From I-5 take
Twin Cities
Road/
(Hwy 104) exit.
Go **East**
approximately
9 miles.

From 99 - take
Twin Cities
Road/
(Hwy 104) exit.
Go **West**
approximately
1 mile.

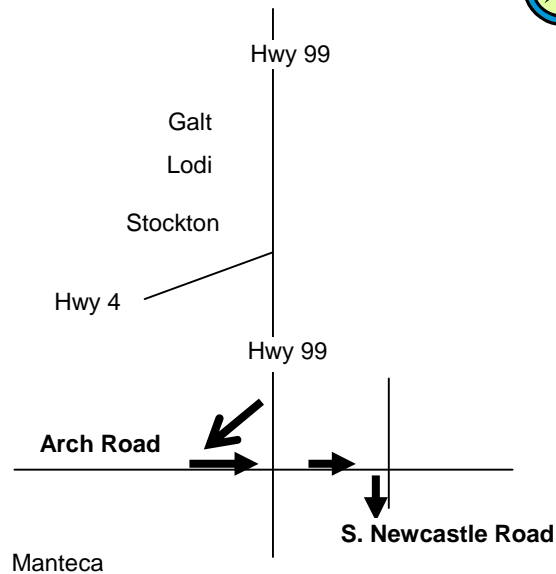


Stockton Training Center

7650 S. Newcastle Road
Stockton, CA
(209) 546-4200

Once on Newcastle road, turn left just past the running track. Turn left into the first driveway - there will be a Youth Authority Training Center sign.

Don't go through the security gate. When you enter the building, stop at the Reception desk.



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